

Requesting Documents

A person may ask for a record orally or make a written request so that GRAMA response and deadlines and appeals apply.

The written request should include your name, mailing address daytime phone number and a reasonable description of the record.

This office has up to 10 business days to answer the request.

A person wishing to copy certain records will be charged a reasonable fee to cover copying costs. You may also be charged if staff time is needed to summarize, compile or tailor the record to meet your request.

A form is available at the office. or you may find it online on the Attorney General Website:
www.attorneygeneral.utah.gov.

No charges will be made if a person just wishes to review or inspect a record.